

Department Emergency Plan (DEP)

Basic Information

Department: _____

Building: _____

Floor #: _____

Rooms: _____

**If your department is in multiple buildings, fill out a separate DEP for each building*

Date of DEP: _____

Filled By: _____

Key Emergency Contacts

| Name | Position or Title | Work Phone | Alternate Phone |
|------|-------------------|------------|-----------------|
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Building Emergency Team Members

| Name | Email | Coordinator or Member |
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Evacuation Plan & Procedures

BET Member Task List:

- Put on emergency vests.
- Loudly state “evacuation” or “evacuate the building” and direct occupants to exits as appropriate.
- Notify occupants as needed: open doors and announce that there is an evacuation. Ensure that they notify others.
- If necessary, call into restrooms and announce the evacuation.
- Building Team Coordinators will gather all information from Building Team Members or building occupants to supply to first responders.
- BCs will notify first responders of any persons remaining in the building and provide any other necessary relevant information.
- Building Team Members will position themselves at all exits to prevent anyone from entering and facilitate safe passage out the exits.

Emergency Evacuation Zone

My building's evacuation zone is (describe location{s}):

Special Functions

Consider your building, its operations, and any special procedures necessary like:

- Securing offices
- Turn off laboratory equipment
- Notify people in noisy areas, like machinery zones

**Only perform special functions if safe to do so. Every person is responsible for knowing how to evacuate their building in the event of an emergency and is under no obligation to remain in the building any longer than they feel is safe*

Task #1: _____

Performed by: _____

Task #2: _____

Performed by: _____

Task #3: _____

Performed by: _____

Internal Plan for Hostile Intruder

RUN, HIDE, FIGHT

If an emergency occurs within the area or outside in the hallway, describe potential actions you could take in this situation:

List any internal communication systems you have in place for your office (texting, Teams, Slack, etc.):

List a few secret phrases or code words that could be used to warn others in case of an escalating situation or potential threat. If none, state N/A:

List areas identified as good places to hide in or near your office (lock-able doors and rooms without windows are considerations):

List doors that can be locked or easily barricaded from the inside. List card swipe access doors that lock when closed and any other potential barriers of entry into the office that you can utilize

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Emergency Supplies and First Aid Kit Locations

List the locations of any emergency supplies and first aid kits in or near office space.

| Quantity | Item | Location |
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